**How To Training**

**For**

**Reports**

External Registered Users will be able to view published Deliberations Agenda from the Home Page.

### Reports

**Objective:**

* View Deliberations Agenda

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪, Click on Reports on the access menu list  |
| 1.
 | Grid will be displayed with the following* Session Date
* Session Time
* Location
* Type (e.g., Regular or Special)
* View hyperlink (displays Deliberations Agenda)

 |